FLORIDA
KPS

CONTRACT MANAGER MANUAL

VERSION 1.8
SEPTEMBER 2011

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INTRODUCTION

The FL KPS is a database tracking software package, which is based on the Center for Substance Abuse Prevention's (CSAP) Minimum Data Set (MDS), a nationally recognized standard. MDS is a collection of standard data elements developed by CSAP to enable states, substance abuse agencies, community-based service providers, and others to quantify and compare the number and type of primary prevention and early intervention services delivered. The use of these standards provides a consistent and comprehensive basis to collect and analyze data. In addition, additional features have been added onto the MDS standard that will allow greater flexibility and customization for your state as well as easily incorporating science-based or evidence-based programs into the prevention application.

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TIPS FOR USING KIT PREVENTION EFFECTIVELY

Recommended Computer Settings

Screen Resolution

You will get the best screen layout if you set your PC monitor settings to 1024 x 768 pixels or larger. If your screen resolution is smaller (ex. 800 X 600 pixels), everything on the screen will appear larger. But, if you use 800 X 600 pixels, then you will have to scroll more both up & down and left & right to access all the data fields.

To change your PC monitor settings, right click on the **Desktop background** and select **Properties**. Next, click on the **Settings** tab and move the **Screen Resolution** scroll bar to the right (towards "more") to select 1024 X 768 resolution. Click the **OK** button at the bottom of the window to make the change effective.

Web Browser

The web browser supported by the FL KPS is Microsoft Internet Explorer (IE). Currently Mozilla Firefox, Netscape, AOL, MSN and other browsers may not be supported by KPS. They may function, but not to design specifications. We recommend users have the latest version of IE installed on their computer along with the updates provided by Microsoft (which are released periodically).

Pop-Up Blocker

Modern computer security technology and usability features development have lead to pop-up blocking. Although this new feature of internet browsers, toolbars and other 3rd party managing software blocks hazardous and annoying pop-ups, sites like FL KPS require pop-ups to be able to function. If your pop-up blocker is enabled, then there is a possibility that FL KPS may not function or appear properly. You should either disable the pop-up blocker while using the FL KPS (while remembering to enable it, if desired, when not in by FL KPS) or create exceptions for the pop-up blocker. This is cumbersome, but may be easier than making exceptions to the pop-up blocker.

To create exceptions for the pop-up blocker, open your Internet Explorer browser window. Once the browser is open, click the top toolbar option "Tools" and then go to "Internet Options". After the Internet Options window is available, you will want to click on the "Privacy" tab at the top of the window. You will notice while on the "Privacy" tab, at the bottom will be a section on Pop-Up Blockers. If you're "Block Pop-Ups" checkbox is checked, then click on the "Settings" button. You can now add by the FL KPS links to the "Allowed Sites" list which the pop-up blocker will ignore when trying to block pop-ups from by FL KPS. You will want to add https://kitservices2.kithost.net/ for the live application, and http://demo.kithost.net/ for the demo application. Once these sites are added to your "Allowed Sites" list, the pop-up blocker will no longer prevent pages from loading or appearing while you are using by the FL KPS.

*Note: These are instructions for Internet Explorer 7.0 and may be different for other Internet Explorer version.

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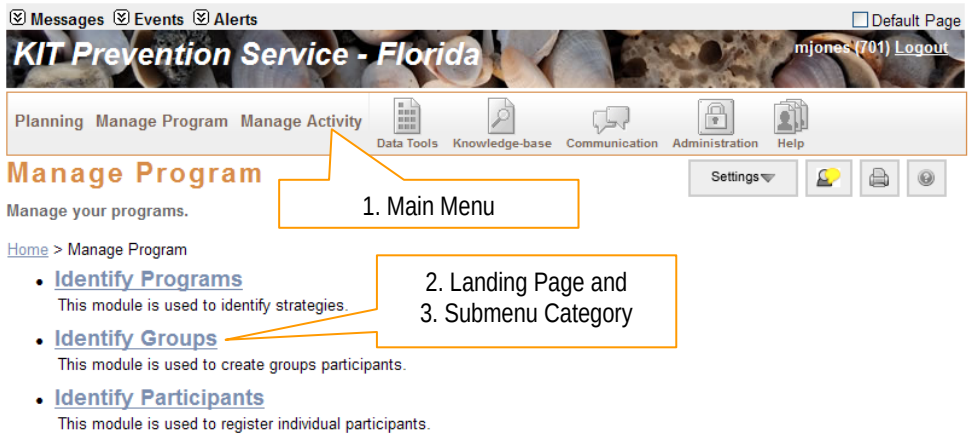
Application Navigating

FL KPS is set up in such a fashion that moving from Left to Right on the menu is the best approach to using the application. Start at Planning with the PPT. Once the PPT has been completed and approved, you will move onto Manage Program and then to Manage Activity. FL KPS is set up in such a fashion that specific categories have to be completed before moving on to another category. Most often, when in a module, you must complete the categories listed from top to bottom on the Landing Page. (For more information on Landing Pages, see the Landing Pages section.)

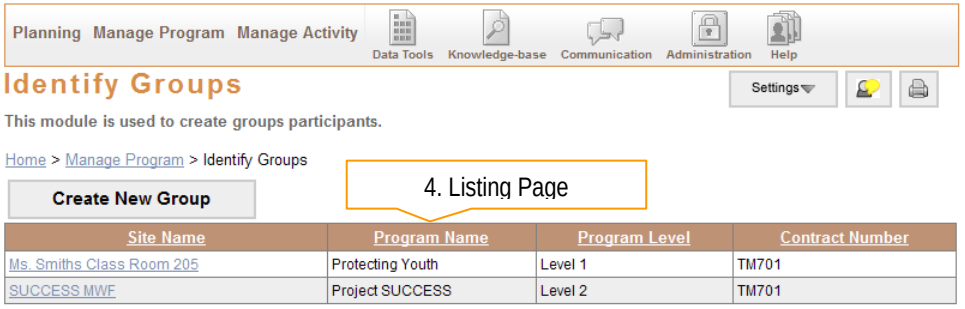
Menu Information

The Menu for the service is located across the top of the screen. Each Menu category is broken down into Submenu categories to choose from. The Menu categories list the main modules that are within the application. When a Menu category is selected a list of Submenu categories will be displayed on the Landing Page as links to access the module. (For more information on Landing Pages, see the Landing Pages section.)

1. Menu — Constant (unchanging)
2. Landing Page — Varies depending on which Menu category is selected. Displays the Submenu Categories.
3. Submenu Category — Varies depending on which Menu category is selected.
4. Listing Page — Vary depending on which Submenu category is selected.



(This is a screenshot displaying the Menu (1), a Landing Page (2) and a Submenu Category list (3))



(This is a sample screenshot displaying a Listing Page (4))

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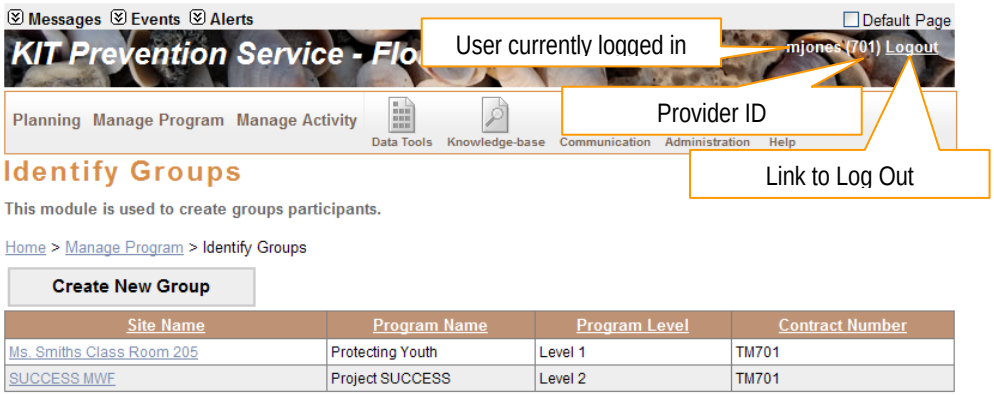
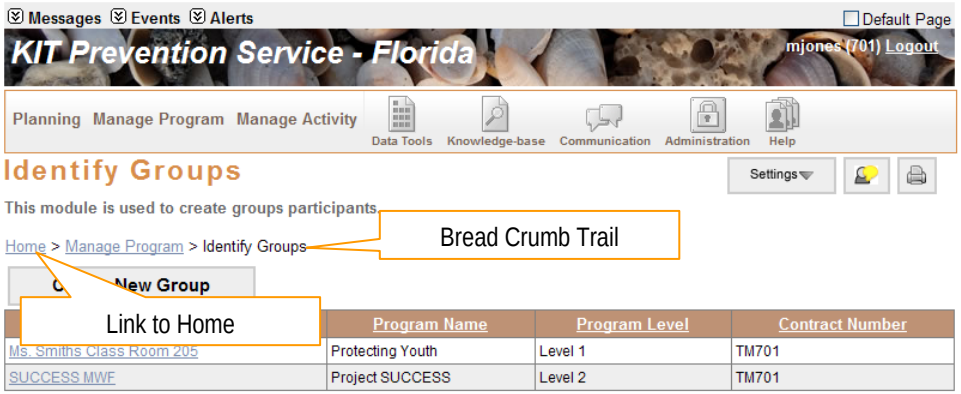
The banner above the Menu provides a link to Logout (Logout) of the Service. The Provider ID is listed as well as the user currently logged into FL KPS.



Bread Crumb Trail

A "Bread Crumb Trail" is provided to indicate where you currently are in the system. The links provided in the Bread Crumb Trail also allow you to move backwards in the system.

If at any time while working in the application you wish to return to the Home page you can click the Home link located within the Bread Crumb Trail.



Tips

- Clicking the banner above the Menu will also return you to the Home page.

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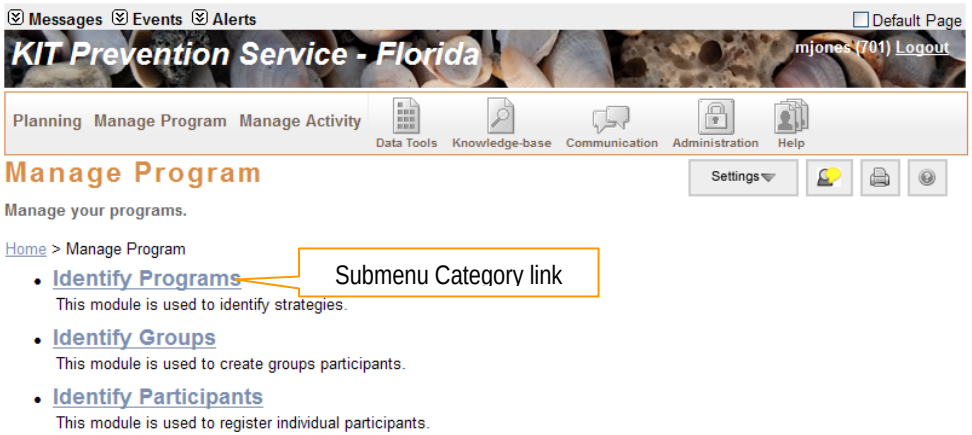
Landing Pages

When first entering a main module you will see a list of the entire Submenu categories associated with that module. This is called a “Landing Page”. The Landing page of each module provides a description of what can be done in that module as well as listing each submenu category as a link to the Listing Page and entry forms. No data can be entered on a Landing Page.

To open a submenu category

- Click on the Landing Page Submenu Category link.



(This is a screenshot displaying a Landing Page.)

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Listing Pages

After selecting a Submenu Category from the Landing Page you will see the "Listing Page". When going into an area where a Listing Page is available, the Service allows you to select previously entered data to edit or view its content. No data is entered on the Listing Page.

To add information to these forms, click the available **Add/Create** button (the button name will change depending on the Submenu Category name). No data is entered on a Listing Page.

- When viewing a Listing Page, all of the data is available for review.

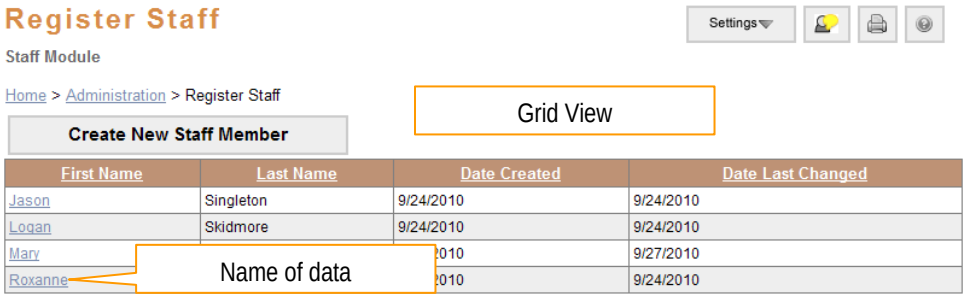
There are three types of Listing Pages:

1. Grid View
2. Hierarchy View
3. Single Form View

Grid View:

The Grid View displays the data in tables. Specific pieces of data will be displayed within the Grid based on the fields within the entry from.

1. When first viewing the Listing Page, all of the data is available for Searching. Click the underlined Name of the data (e.g., Roxanne) you would like to edit/view.
2. You will be taken to the Edit Form. This page will be in edit mode (all or most data fields will be open for data entry). (For more information on the Edit Form, see the Edit Forms section.) Make any changes needed to the form. Click the Save (Save) button to save those changes.



(This is sample screenshot displaying a Listing Page.)

Tips

- If this is the first time entering data, the Listing Page will be empty.
- Clicking on the field name in a Category field (e.g., First Name) will allow you to sort through your files by ascending or descending order.

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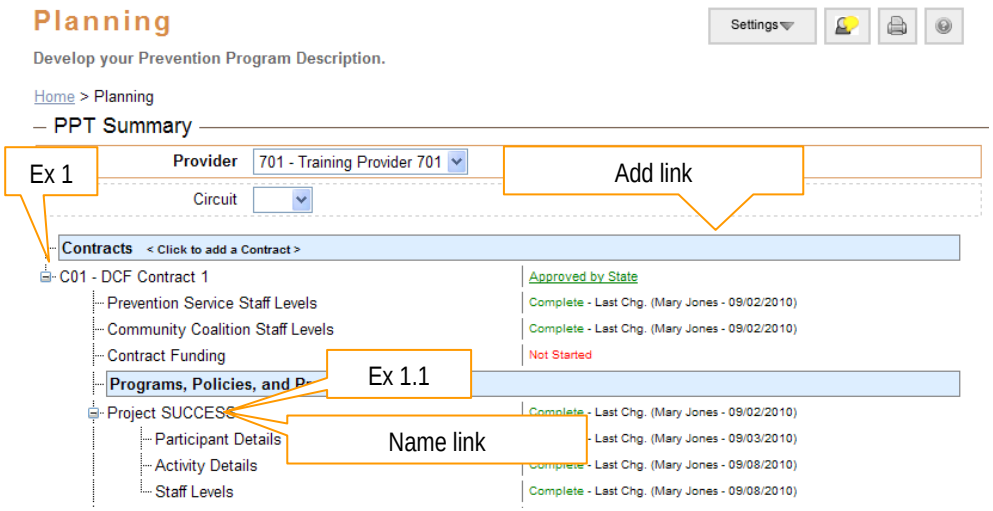
Hierarchy View:

A Hierarchical View is used when there is a 'Parent/Child' relationship. Looking at the example, Ex 1 shows the parent (Contract) whereas the items underneath, Ex 1.1, are the children (Programs, Policies, and Practices). The need to link a child (Program, Policy, or Practice) to a parent (Contract) adds complexity to the process of adding and searching. The hierarchical view was designed to simplify these tasks.

- To enter new information, click on the (Add) link.
- To edit or delete information, click on the desired Name link.

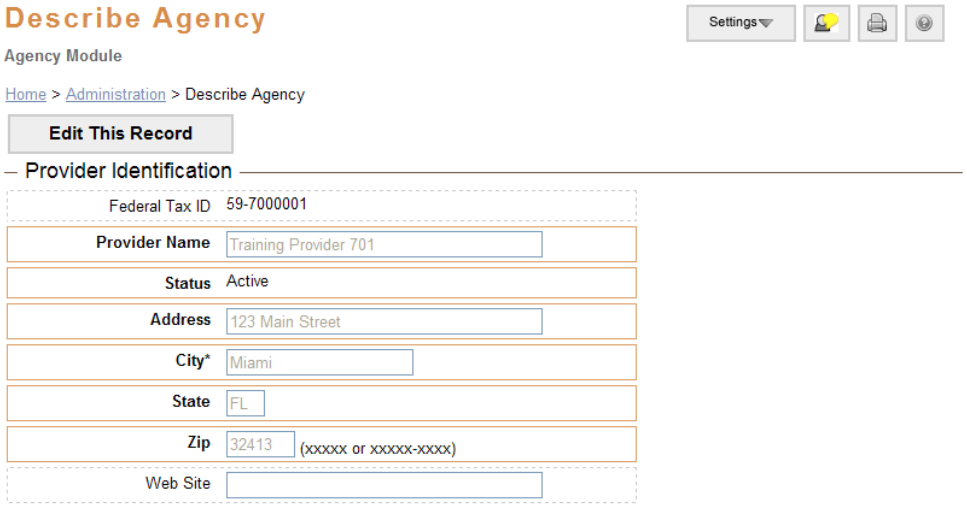


(This is a sample screenshot displaying a "Hierarchy View" Listing Page. This is a partial screenshot.)

Single Form View:

The Single Form View is used when the data entered is updated periodically. Only one form is available and edited. The Single Form View displays the fields on the Edit Form. (For more information on the Edit Form, see the Edit Forms section.)

- The form can be edited at any time, but you must click the Save (Save) button to update the data.



(This is a sample screenshot displaying a "Single Form View" Listing Page. This is a partial screenshot.)

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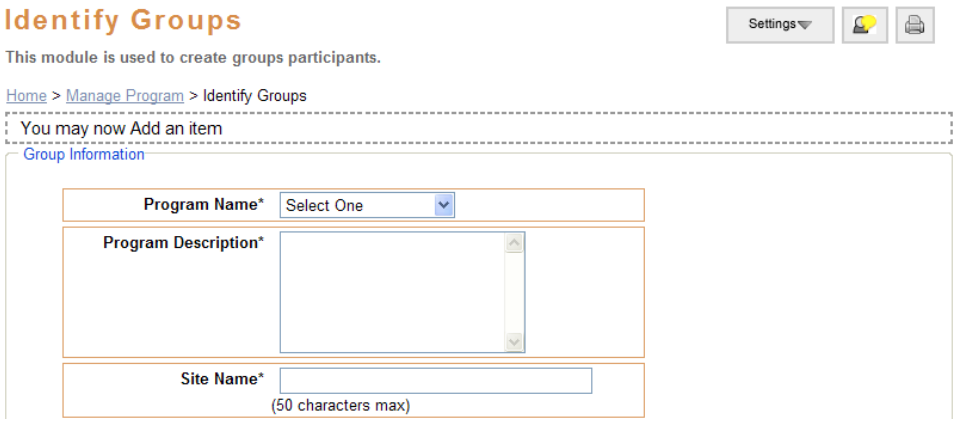
Edit Forms

The Edit Form contains the fields for entering and editing data. The buttons for saving, canceling, deleting, printing, and in some cases, adding and editing are available. (For more information, see the Data Fields and Buttons section.)

- If you clicked the **Create** (Add/Create) button to enter new information into a form, the Edit Form data fields will be blank.
- When selecting the link to view existing data, the Edit form data fields will display the data entered/selected previously. These fields may be modified, if needed.



(This is a partial screenshot displaying a blank Edit Form.)

Computer Keys

While entering information into a form, several keys are helpful for moving the cursor from one information box (called a data field) to another. The table below summarizes those keys:

Key	Description	Function
	The Cursor	Points to desired location
	The TAB key	Moves the cursor to the next data field
	Hold down the SHIFT key and then press the TAB key	Moves the cursor to the previous data field
	The Control (CTRL) key	Enables blocked material to open (due to pop-up blocker)
	Use the MOUSE by pointing and clicking to move the cursor	Moves the cursor by pointing and clicking

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Data Fields and Buttons

In the New Hampshire Kit Performance Information and Evaluation Reporting System (PIERS) there are several fields, boxes and buttons that are used to collect and store data.

Type	Preview / Description
Text Field (aka 'Text Box)	(fill in the blank)
Dropdown List (aka Pull Down Menu)	Select One (select one)
Radio Button	Selected Not Selected
Check Boxes	Selected Not Selected
First Name	A tan box around a field with bold text denotes a required field
is required.	Indicated that a required field was missed at the time of saving
Site Map	Displays all of the modules and Submenu Categories of FL KPS
Double Arrows	(click to open) (click to close)
Calendar Feature	A calendar will pop up when selecting a Date field

It does not matter the order in which the above fields are filled in, but if a required field is not filled in and you try to save the form, you will receive a message informing you what field is missing data, and you will not be able to save the form until that field has data.

Tips

- All the fields within a tan box are required fields. These must have a value entered before the record can be saved.
- You can type an identifying letter of an item in a dropdown list and the first selected option beginning with that letter will appear in the box.

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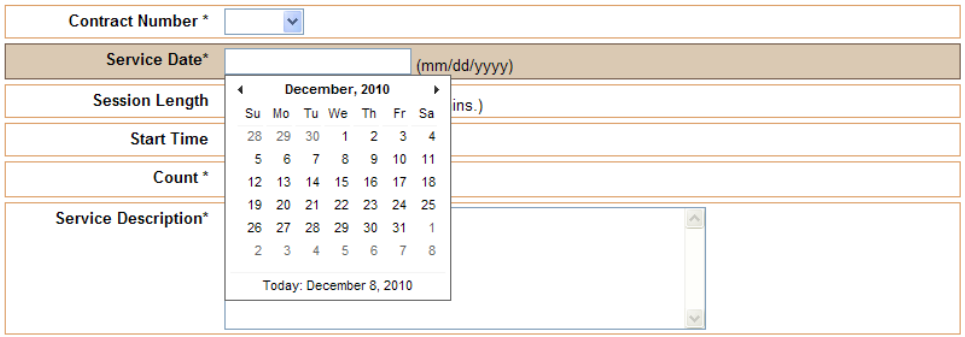
Calendar

Dates can be entered in two different ways: 1) typing the date directly into the field or 2) using the Calendar feature. The Calendar feature can be used as an alternative option to entering a date directly into a date field.

1. Select a Date field. A calendar displaying the current month and year will display below the date field.
2. Use the ◂ (Back) and ▸ (Forward) arrows to navigate through the months.
3. Select the date by clicking on a number within the calendar.
4. The calendar will close and the date will appear within the date field.


Contract Number *
Service Date*
(mm/dd/yyyy)
Session Length
ins.)
Start Time
Count *
Service Description*
December, 2010
Su Mo Tu We Th Fr Sa
28 29 30 1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31 1
2 3 4 5 6 7 8
Today: December 8, 2010

(This is a sample screenshot of the Calendar feature after the Date field has been selected.)

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Edit Form Buttons

Information is entered and edited on the computer screen through data entry/edit forms. The table below summarizes the buttons used to enter/edit information.

Create New Group	Must be pressed first to add new information to an Edit Form
Save	Adds the information on an Edit Form to the database
Delete	Removes the information currently on an Edit Form from the database
Cancel	Cancels the Add or Edit without saving any information entered

Additional Buttons

Each page within FL KPS offers additional help to the user. Click on one of the icons to receive the help needed.

The Chat feature enables users to get immediate assistance from the Customer Support department through an instant messaging system.

Prints the information currently on the form.

Provides User Manual help specific to the Submenu Category. Includes step by step instructions for adding, editing and deleting.

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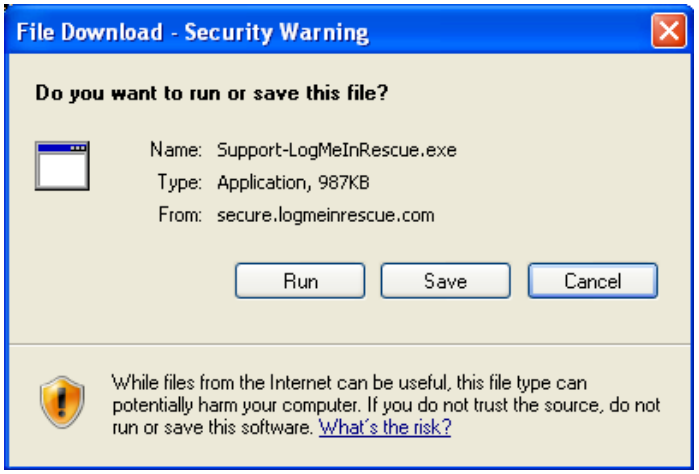
Chat Feature

The Chat feature enables users to get immediate assistance from the Customer Support department.

When the (Chat) button has been selected, a new window opens prompting you to run the LogMeInRescue applet (application).


File Download - Security Warning
Do you want to run or save this file?
Name: Support-LogMeInRescue.exe
Type: Application, 987KB
From: secure.logmeinrescue.com
Run
Save
Cancel
While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. What's the risk?

(This is a screenshot of the LogMeInRescue applet.)

Tips

- You will need to install the LogMeIn applet in order to connect with Support. This is a free download.
- The installation may take a few minutes.

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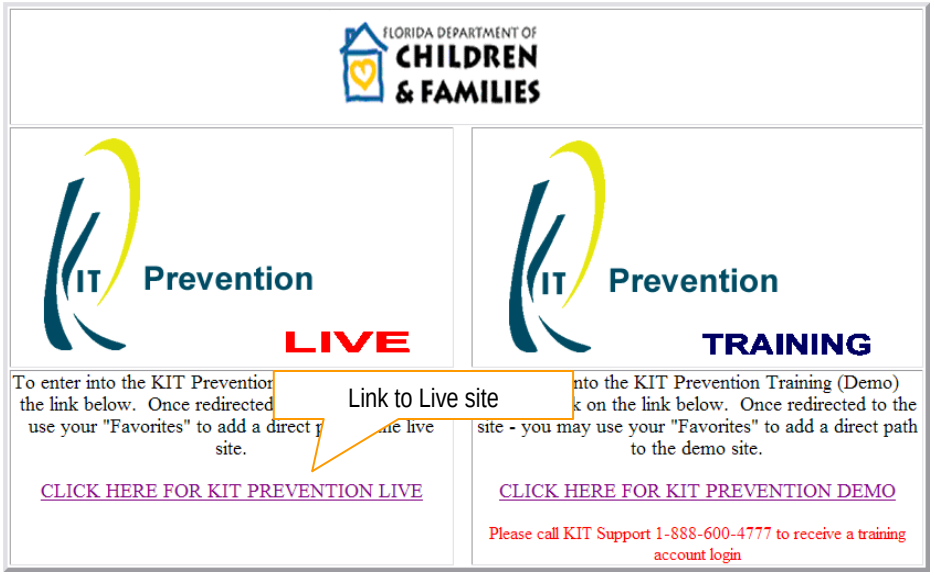
LOGIN PROCEDURE

Connect to the Internet using your Internet browser (Internet Explorer). In the Address (Location) box, type in the following address and press enter: http://www.kithost.net/fl

The following screen will appear:

1. Choose the LIVE side to enter real data. If you want to practice entering data, use the TRAINING side.


FLORIDA DEPARTMENT OF CHILDREN & FAMILIES
KIT Prevention LIVE
KIT Prevention TRAINING
Link to Live site
CLICK HERE FOR KIT PREVENTION LIVE
CLICK HERE FOR KIT PREVENTION DEMO
Please call KIT Support 1-888-600-4777 to receive a training account login

2. Select the CLICK HERE FOR 2011-2012 Fiscal Year link to complete the PPT and data collection for the 2011-2012 fiscal year.

FLORIDA DEPARTMENT OF CHILDREN & FAMILIES
KIT Prevention LIVE
KIT Prevention
2011-2012 link
CLICK HERE FOR 2010-2011 Fiscal year
CLICK HERE FOR 2011-2012 Fiscal year

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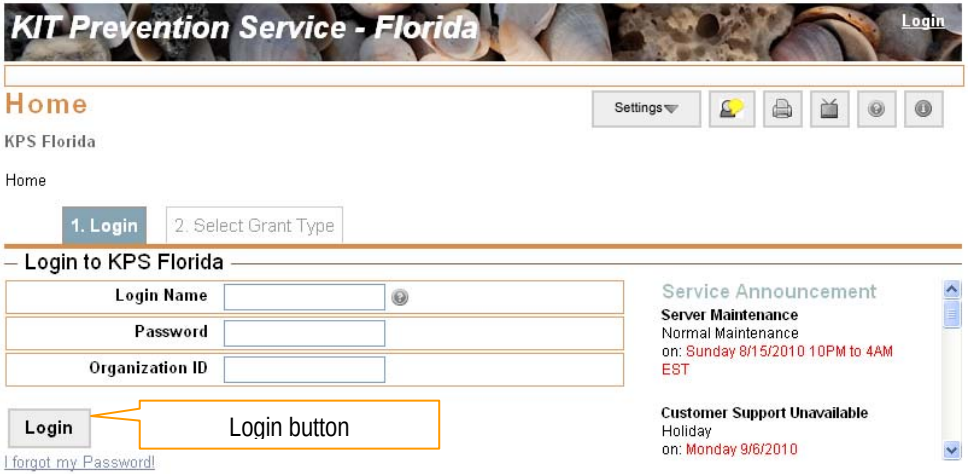
3. Type in the **User ID**, **Password** and **Organization ID** supplied to you by your administrator.
4. Click the Login (**Login**) button.



(This is screen shot of the Login page.)

Tips

- The User IDs ARE NOT case sensitive.
- The Passwords ARE case sensitive.

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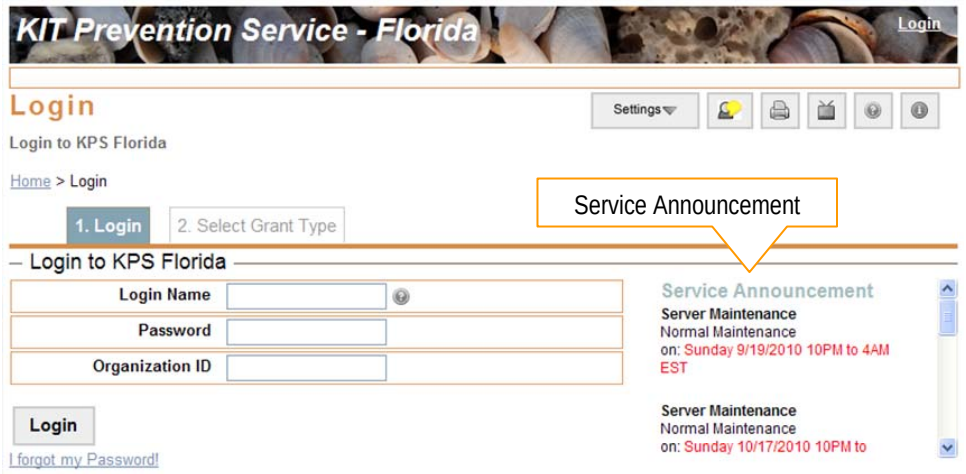
Service Announcement

The Service Announcements that are located on the Login Page are there to notify users that the Service is receiving any necessary server updates. The Service may be down for a short period of time which means you will not be able to log into the Service at that time.

Server Maintenance typically occurs once a month.



(This is screen shot of the Login page.)

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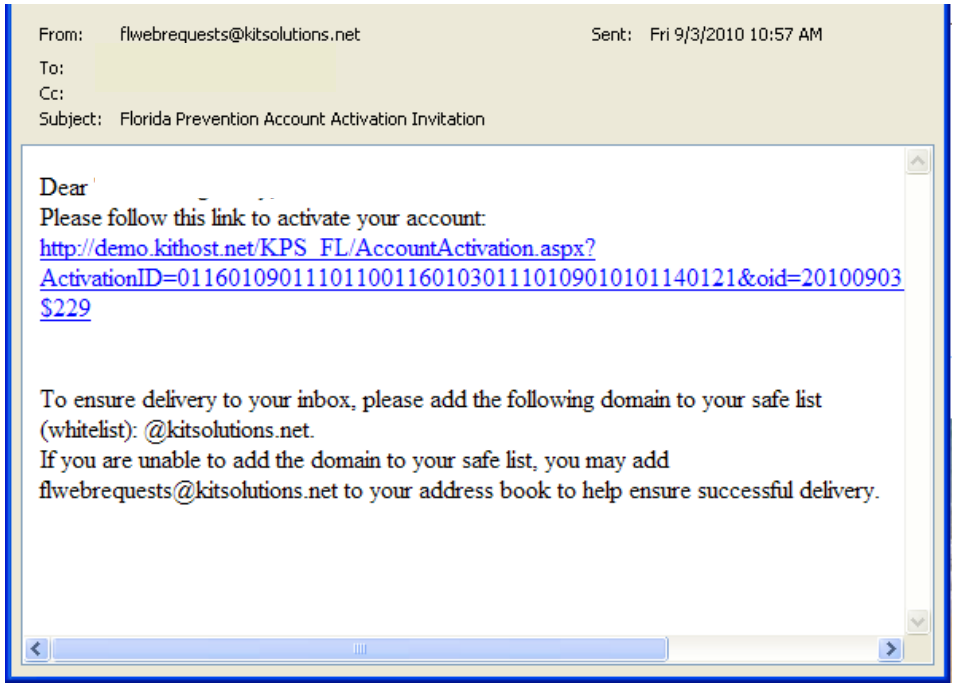
Activating Your Account

Your login information is created for you by your acting administrator. When you access Florida KPS for the first time, you will need to activate your account first.

1. Once you have been informed by your acting administrator that an account was created for you, check your email. You should receive an email with instructions for activation.
2. Click the activation link within the email to activate your account.
3. You should receive a confirmation message indicating your account was activated successfully. Click the Login Page (Login Page) link to log into the Florida KPS.

Your login information should be provided to you by your acting administrator.


From: flwebrequests@kitsolutions.net
Sent: Fri 9/3/2010 10:57 AM
To:
Cc:
Subject: Florida Prevention Account Activation Invitation
Dear
Please follow this link to activate your account:
http://demo.kithost.net/KPS_FL/AccountActivation.aspx?ActivationID=0116010901110110011601030111010901010114012 1&oid=20100903$229
To ensure delivery to your inbox, please add the following domain to your safe list (whitelist): @kitsolutions.net.
If you are unable to add the domain to your safe list, you may add flwebrequests@kitsolutions.net to your address book to help ensure successful delivery.

(This is a sample screenshot of the activation email.)

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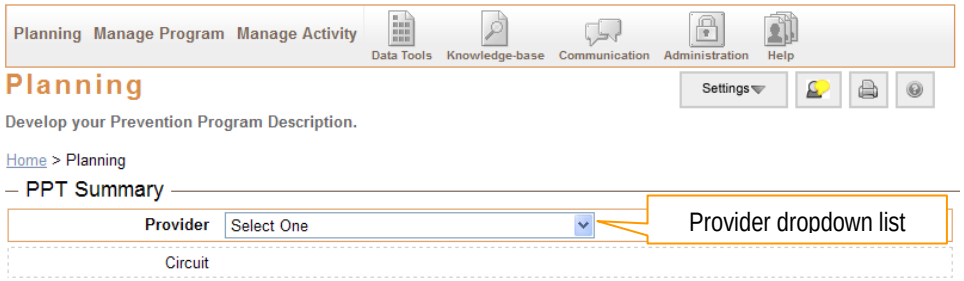
PPT STATE-LEVEL APPROVAL

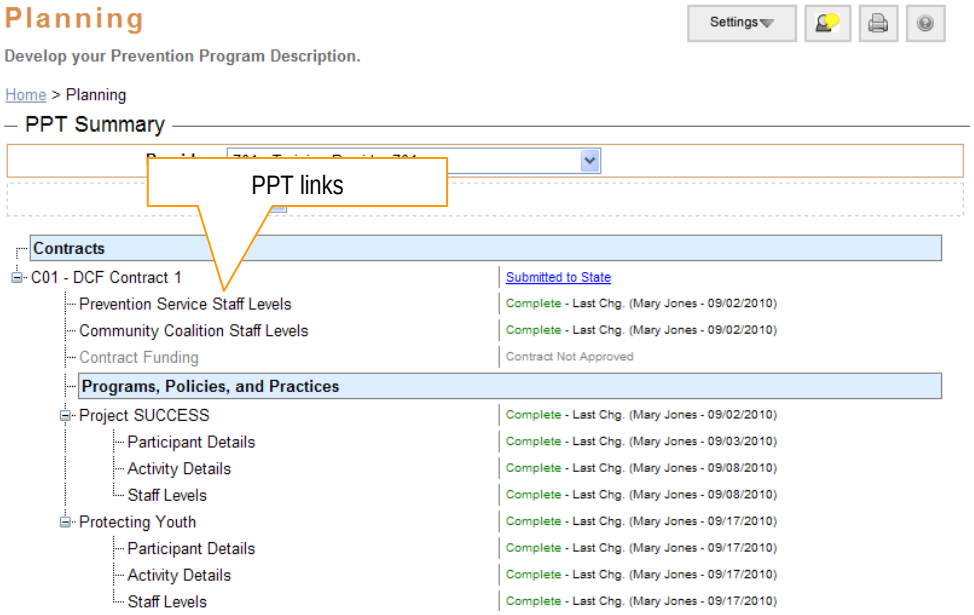
This section of the PPT will allow you to approve and request modifications to Organizations planned contracts.

1. Click **Planning** from the main menu.
2. Select the Provider whose PPT you wish to review from the **Provider** dropdown list.
3. If you only want to see Contracts for the Provider associated with a particular circuit, select that circuit from the **Circuit** dropdown list.
4. The Provider's PPT Summary will be displayed.



(This is sample screen shot of the PPT Summary page.)

5. To review the details of the PPT, click the appropriate link.


Planning
Settings
Develop your Prevention Program Description.
Home > Planning
PPT Summary
PPT links
Contracts
C01 - DCF Contract 1
Submitted to State
Prevention Service Staff Levels
Complete - Last Chg. (Mary Jones - 09/02/2010)
Community Coalition Staff Levels
Complete - Last Chg. (Mary Jones - 09/02/2010)
Contract Funding
Contract Not Approved
Programs, Policies, and Practices
Project SUCCESS
Complete - Last Chg. (Mary Jones - 09/02/2010)
Participant Details
Complete - Last Chg. (Mary Jones - 09/03/2010)
Activity Details
Complete - Last Chg. (Mary Jones - 09/08/2010)
Staff Levels
Complete - Last Chg. (Mary Jones - 09/08/2010)
Protecting Youth
Complete - Last Chg. (Mary Jones - 09/17/2010)
Participant Details
Complete - Last Chg. (Mary Jones - 09/17/2010)
Activity Details
Complete - Last Chg. (Mary Jones - 09/17/2010)
Staff Levels
Complete - Last Chg. (Mary Jones - 09/17/2010)

(This is sample screen shot of the PPT Summary page.)

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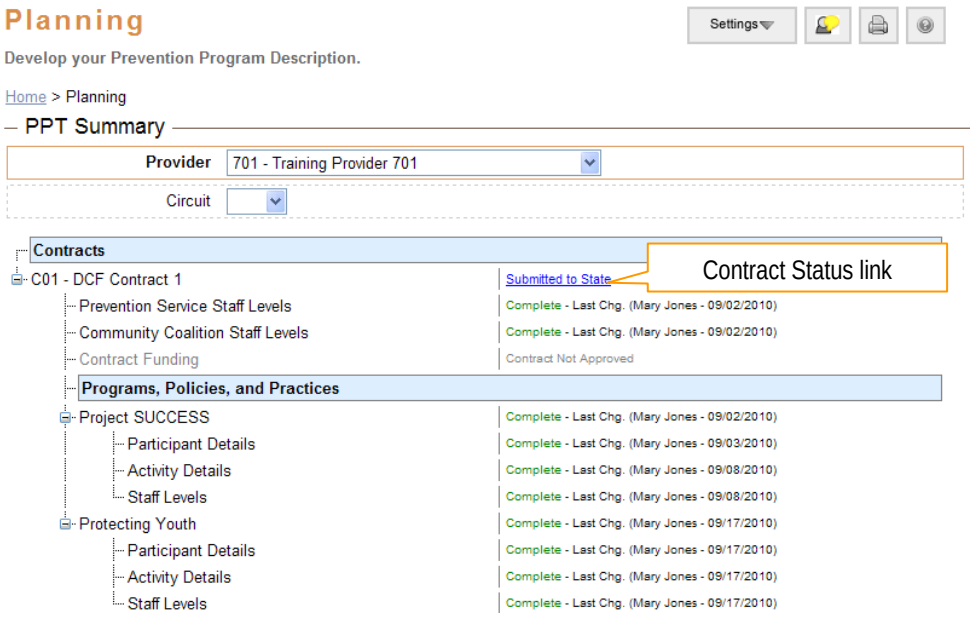
6. Once you have reviewed the PPT, determine if you want to approve it or request modifications.
   *Note: The Status of the PPT is displayed to the right of the contract. You will only be able to Approve or Request Modifications to a PPT if its status is *Submitted to State*.
7. From the PPT Summary page, click the Contract Status link.


Planning
Settings
Develop your Prevention Program Description.
Home > Planning
PPT Summary
Provider
701 - Training Provider 701
Circuit
Contracts
C01 - DCF Contract 1
Submitted to State
Contract Status link
Prevention Service Staff Levels
Complete - Last Chg. (Mary Jones - 09/02/2010)
Community Coalition Staff Levels
Complete - Last Chg. (Mary Jones - 09/02/2010)
Contract Funding
Contract Not Approved
Programs, Policies, and Practices
Project SUCCESS
Complete - Last Chg. (Mary Jones - 09/02/2010)
Participant Details
Complete - Last Chg. (Mary Jones - 09/03/2010)
Activity Details
Complete - Last Chg. (Mary Jones - 09/08/2010)
Staff Levels
Complete - Last Chg. (Mary Jones - 09/08/2010)
Protecting Youth
Complete - Last Chg. (Mary Jones - 09/17/2010)
Participant Details
Complete - Last Chg. (Mary Jones - 09/17/2010)
Activity Details
Complete - Last Chg. (Mary Jones - 09/17/2010)
Staff Levels
Complete - Last Chg. (Mary Jones - 09/17/2010)
(This is sample screen shot of the PPT Summary page.)

Tips

- You may also view the details of the entire PPT using the Prevention Program Description Report. This report can be found in the Data Tools module. For further instructions on using Reports, see the Using the Reports Viewer section for help.

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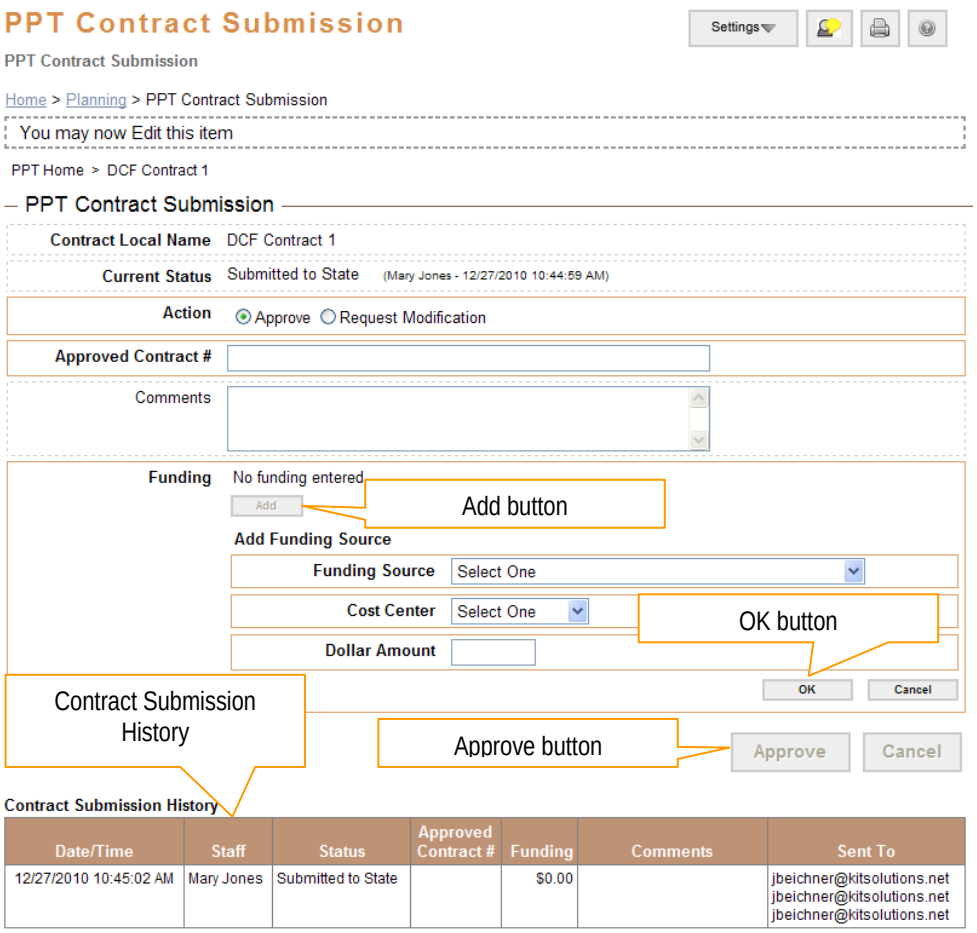
8. To change the status of the PPT, select whether you would like to *Approve* or *Request Modification* from the **Action** radio buttons.
    a. If you select Approve, a new field will appear requiring you to enter the **Approved Contract #**.
9. If applicable, add any notes for the Provider in the **Comments** field.
10. To add the **Funding**, click the Add (**Add**) button.
    a. Select the **Funding Source** for the Contract from the dropdown list.
    b. Select the **Cost Center** for the Contract from the dropdown list.
    c. Enter the **Dollar Amount** using a numerical value.
    d. Click the OK (OK) button.
    e. To add additional **Funding** for the Contract, click the Add (**Add**) button again and follow steps a-d.
11. Click the Approve (**Approve**) button for an Approval or click the Request Modification (**Request Modification**) button for a modification request.
    *Note: To exit this screen without saving any of the changes you have made, click **Cancel**.
12. The **Contract Submission History** grid will be updated with the changes made to the PPT.


PPT Contract Submission
Settings
PPT Contract Submission
Home > Planning > PPT Contract Submission
You may now Edit this item
PPT Home > DCF Contract 1
PPT Contract Submission
Contract Local Name DCF Contract 1
Current Status Submitted to State (Mary Jones - 12/27/2010 10:44:59 AM)
Action Approve Request Modification
Approved Contract #
Comments
Funding No funding entered
Add
Add button
Add Funding Source
Funding Source Select One
Cost Center Select One
Dollar Amount
OK button
OK Cancel
Contract Submission History
Approve button
Approve Cancel
Contract Submission History
Date/Time Staff Status Approved Contract # Funding Comments Sent To
12/27/2010 10:45:02 AM Mary Jones Submitted to State $0.00 jbeichner@kitsolutions.net jbeichner@kitsolutions.net jbeichner@kitsolutions.net

(This is sample screen shot of the PPT Contract Submission page.)

Tips

- The Approve (**Approve**) button will only become active if the Action is *Approved*.
- Once the Contract is *Approved*, the Provider will be able to start data collection immediately on the Approved Contract.

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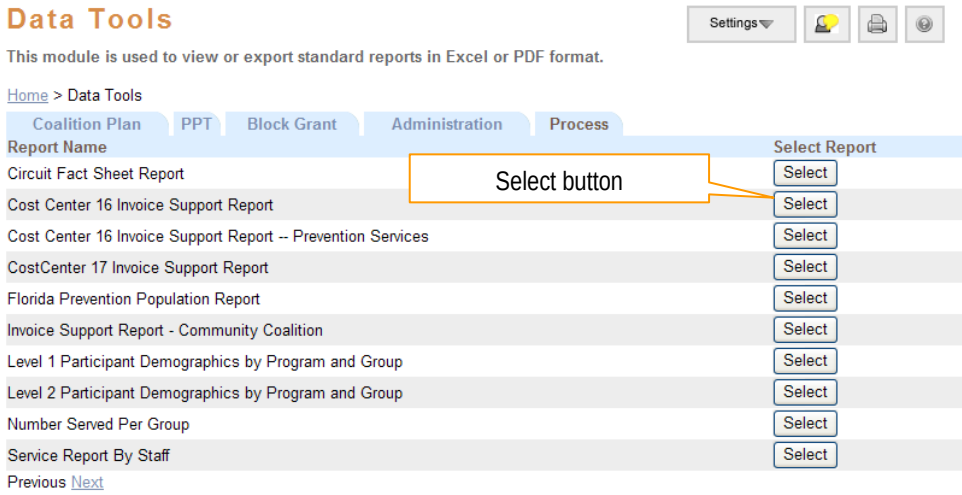
DATA TOOLS

Many useful reports are available on the FL KPS. The Data Tools area is broken down into three Report subcategories: Coalition Plan, PPT, Block Grant, Administration, and Process.

Opening a Report

1. Click **Data Tools** from the main menu.
2. Select the type of report you wish to view/print from the available tabs (**Coalition Plan**, **PPT**, **Block Grant**, **Administration**, or **Process**).
3. The **Data Tools Listing Page** will be displayed.
4. Select the report you wish to view/print by clicking the Select (**Select**) button to the right of that report.


Data Tools
Settings
This module is used to view or export standard reports in Excel or PDF format.
Home > Data Tools
Coalition Plan
PPT
Block Grant
Administration
Process
Report Name
Select Report
Select button
Circuit Fact Sheet Report
Cost Center 16 Invoice Support Report
Cost Center 16 Invoice Support Report -- Prevention Services
CostCenter 17 Invoice Support Report
Florida Prevention Population Report
Invoice Support Report - Community Coalition
Level 1 Participant Demographics by Program and Group
Level 2 Participant Demographics by Program and Group
Number Served Per Group
Service Report By Staff
Select
Previous Next

(This is a screen shot of a Data Tools Listing Page.)

Tips

- If you have a pop-up blocker on your computer, hold the Control (**Ctrl**) key down while selecting the button used to view the report (e.g., **Show Report** button, etc.)

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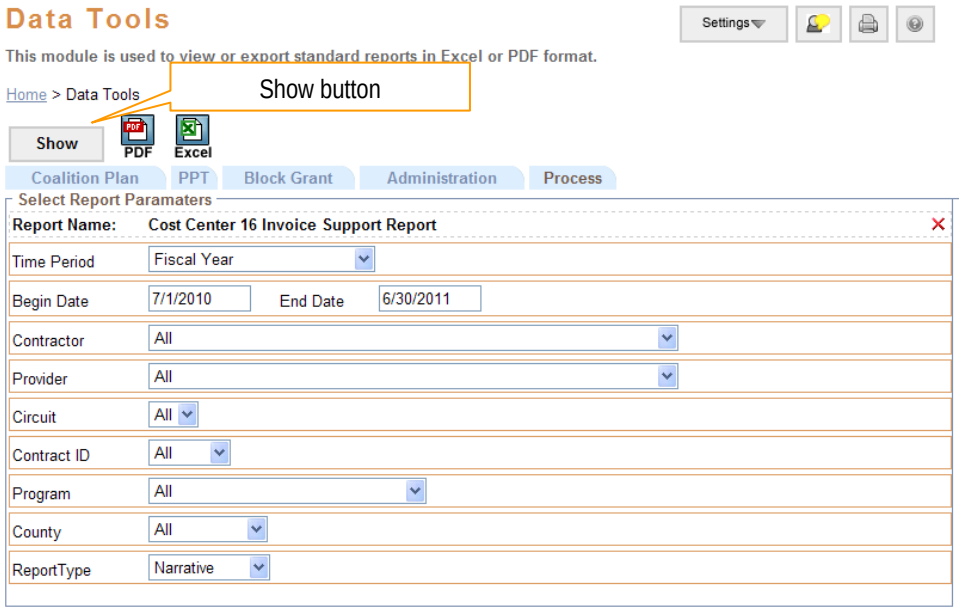
Using Reports that Require Additional Data

Some reports will load immediately when the Show (Show) button is clicked. Others require additional information to be entered first, such as a data range.



1. Select the appropriate data from each of the required dropdown lists.
2. To select a specific date range:
    a. Select the **Time Period** from the dropdown list to fill in the **Begin Date** and **End Date** fields with the begin date and end date of the selected time period.

    Or

    b. Enter the specific dates into the **Begin Date** and **End Date** fields as mm/dd/yyyy.
3. Click the Show (Show) button.

Using the Print Preview Screen

Once you have selected a report to print out or have selected a date range for a particular report, you will then see a print preview screen. This screen is used to only view the data. If you would then like to print the report, see the Using the Reports Viewer section for help.

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ADMINISTRATION

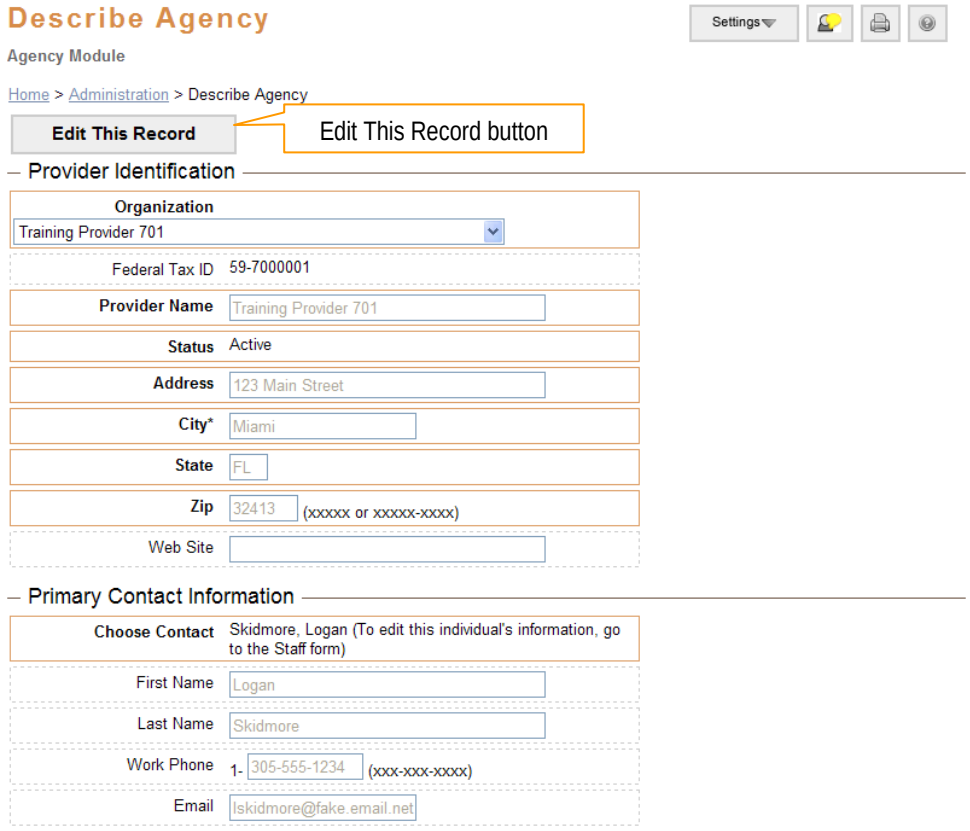
The Administration Module is designed to complete administrative tasks within the application such as Organization Information and Staff Registration.

Viewing Provider Agency Information

The Describe Agency area displays the service provider's organization information. The Primary Contact and Prevention Program Director information will be useful in case you have a question on any part of the data that has been entered into the service provider's organization.

1. Click **Administration** from the main menu.
2. Click **Describe Agency** from the submenu.
3. Select the Organization from the **Organization** dropdown that you would like to view.
4. The fields will be filled with the organization information the provider has entered.
5. To edit any of the provider's organization information, click the

(**Edit This Record**) button.



(This is a partial screen shot of the Describe Agency page.)

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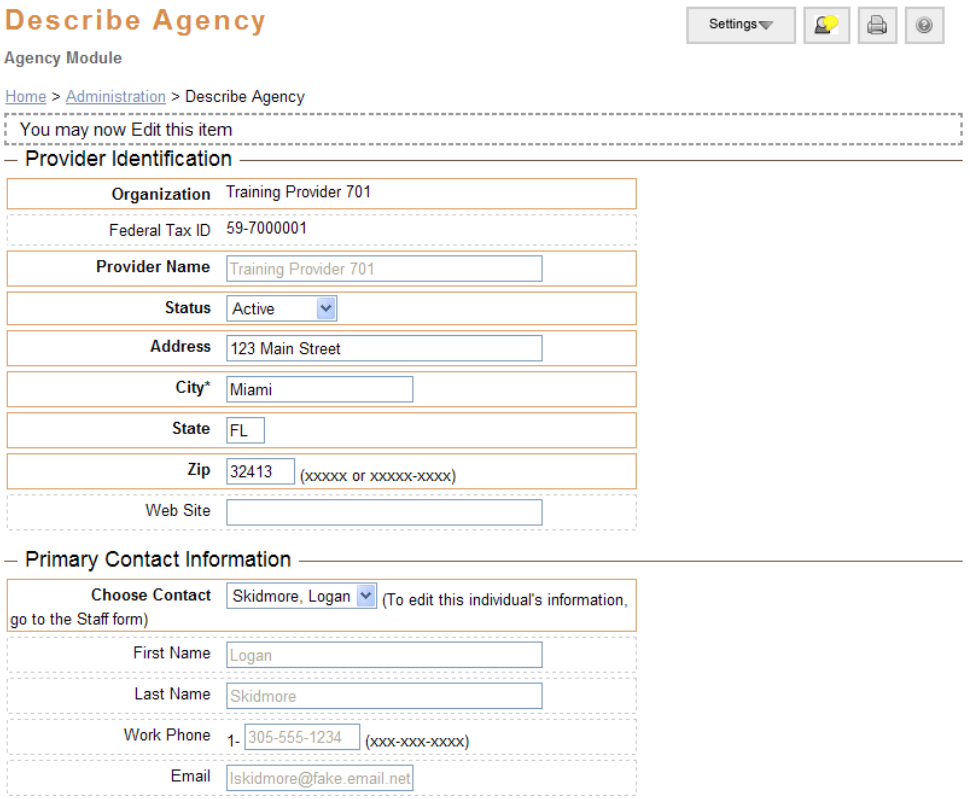
6. Make any changes needed to the details.
7. Select a **Primary Contract** from the **Choose Contact** dropdown list.
   *Note: The names displaying in the **Choose Contact** dropdown list are those that have been registered into the application from the Register Staff section under Administration at the Provider Level. If Staff need to be added to the organization, click the Add New Staff (**Add New Staff**) button. You will be taken to the Register Staff Edit form.



(This is a partial screenshot of the Describe Agency page in Edit Mode.)

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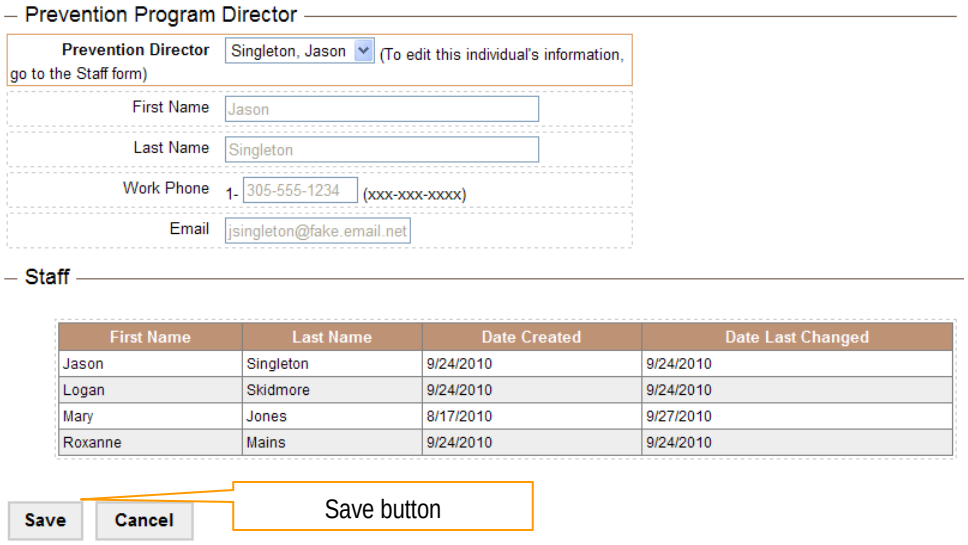
8. Select the Prevention Program Director from the **Prevention Director** dropdown list.
   *Note: The names displaying in the **Choose Contact** dropdown list are those that have been registered into the application from the Register Staff section under Administration at the Provider Level. If Staff need to be added to the organization, click the Add New Staff (**Add New Staff**) button. You will be taken to the Register Staff Edit form.
9. Click the Save (Save) button from the bottom of the page.
   *Note: To exit this screen without saving any of the changes you have made, click **Cancel**.



(This is a partial screenshot of the Describe Agency page in Edit Mode.)

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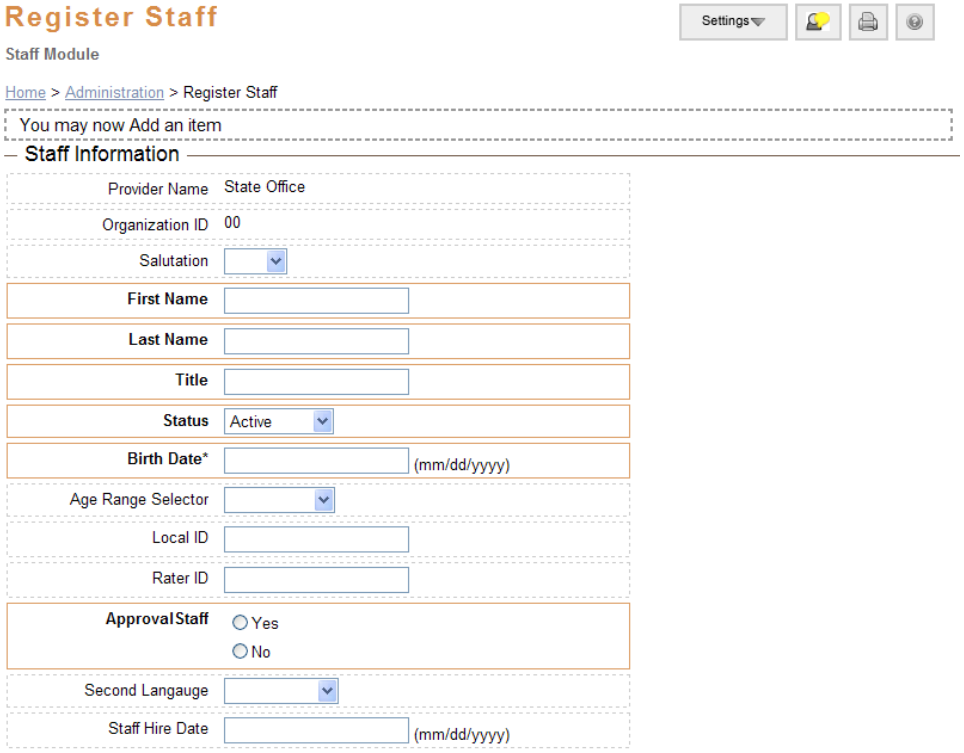
Register Staff

1. Click **Administration** from the main menu.
2. Click **Register Staff** from the Administration Landing Page.
3. Click the Create New Staff Member (**Create New Staff Member**) button.

(This is a partial screen shot of the Register Staff Listing Page.)

4. Enter in the staff member's general information.
    a. Fill in the staff member's **First Name** and **Last Name**.
    b. Fill in the staff member's **Title**.
    c. The **Status** is defaulted to *Active*.
        i. *Active*: currently in use (can be viewed on other screens).
        ii. *Inactive*: no longer is use (will not appear on other screens).
    d. Enter the staff member's **Birth Date** as mm/dd/yyyy or select an age range for the staff member from the **Age Range Selector** dropdown list.
    e. If your organization had specific staff IDs, enter this into the **Local ID** field. Otherwise, leave it blank and the application will create one for you.
    f. Indicate whether or not this Staff Member should be involved with PPT approval from the **Approval Staff** radio buttons.



(This is a partial screen shot of the Register Staff Edit form.)

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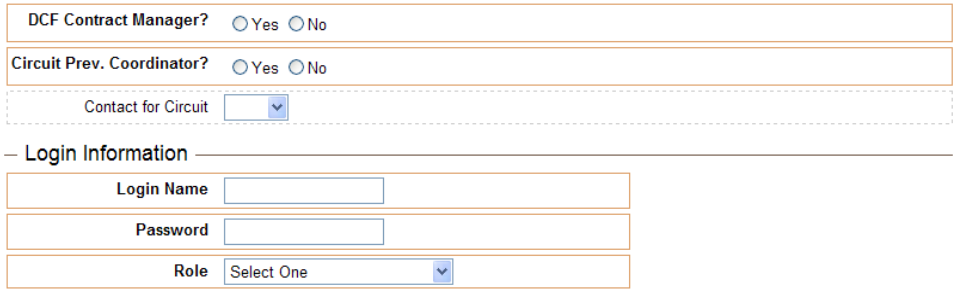
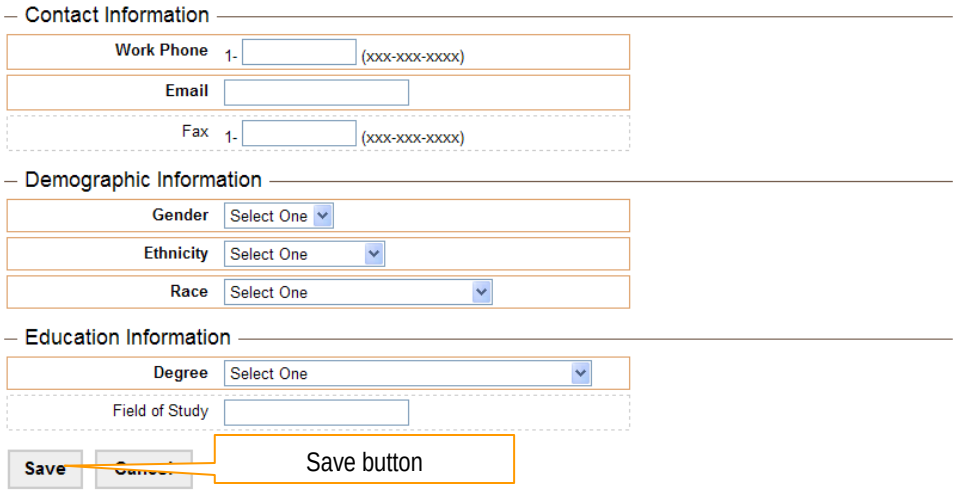
g. Indicate whether or not this Staff Member is a DCF Contract Manager? Or Circuit Prevention Coordinator? from the radio buttons.

5. Enter in the staff member's Login Information.
   a. The Login Name will be the login name used by the staff member. Choosing a Login Name and Password scheme will simplify administration. (For Example: Using first initial and last name for the User ID.)
   b. The Password field is where a temporary password is created for the staff member and can be any combination of alpha or numeric characters. This password will be used along with the Login Name and three digit Organization ID log into FL KPS. Once a user logs in, they can use the Change Password area to change the password to one of their liking.
      *Note: Once a user logs in, they can use the Change Password area to change the password to one of their liking.
   c. Select permissions for this staff member by selecting a Role from the dropdown list.



(This is a partial screen shot of the Register Staff Edit form.)

6. Enter in the staff member's Contact Information.
   a. Enter the staff member's work phone number in the Work Phone.
   b. Enter the staff member's email address in the Email field.
7. Enter in the staff member's Demographic Information.
   a. Select the staff member's Gender from the dropdown list.
   b. Select the staff member's Ethnicity from the dropdown list.
   c. Select the staff member's Race from the dropdown list.
8. Enter in the staff member's Education Information.
   a. Select the staff member's educational Degree from the dropdown list.
9. Click the Save (Save) button from the bottom of the page.
   *Note: To exit this screen without saving any of the changes you have made, click Cancel.



(This is a partial screen shot of the Register Staff Edit form.)

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Tips

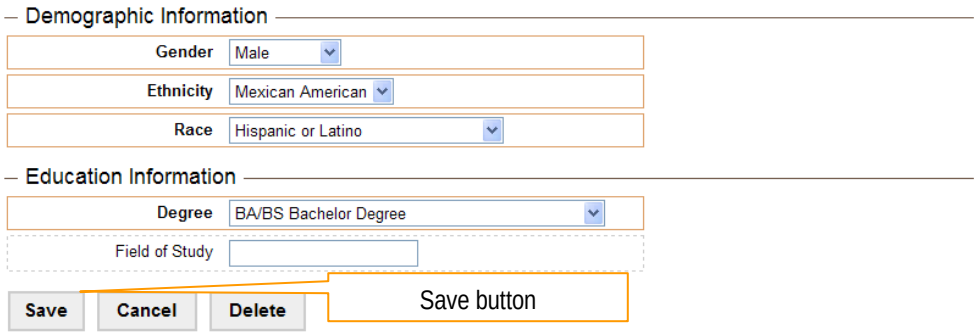
- Each new staff member registered into the system will need to activate their account before they can log in.
- Setting the **Status** to ***Inactive*** is used to keep the staff member in the database for history purposes but removed from all of the staff lists on forms. When a staff member leaves your organization you will not be able to delete the staff member, but you can make the ***Inactive*** to remove their names form forms and prevent the staff member from entering the application.
- Passwords can be any combination of letters, numbers, and/or characters.
- Passwords are case sensitive.

Editing Staff Information

1. From the **Staff Listing Page**, locate the Staff that needs edited.
2. Click on the link of the staff member's **First Name** to access the details for that staff.

(This is a sample screen shot of the Staff Listing Page.)

3. The screen will display in edit mode.
4. Make any changes needed to the details.
5. Click the Save (Save) button from the bottom of the page.
   *Note: To exit this screen without saving these changes, click **Cancel**.



(This is a partial screen shot of the Register Staff Edit form.)

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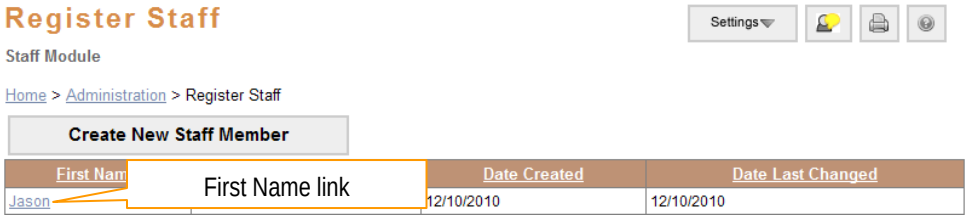
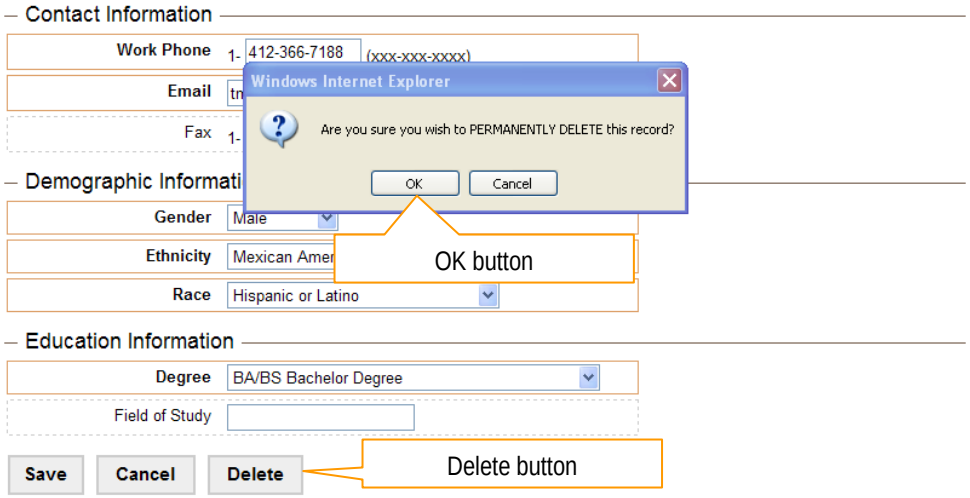
Deleting Staff Information

1. From the **Staff Listing Page**, locate the Staff that needs deleted.
2. Click on the link of the staff member's **First Name** to access the details for that staff.



(This is a sample screen shot of the Staff Listing Page.)

3. Click Delete (**Delete**) button from the bottom of the page.
4. A prompt appears asking "Are you sure you wish to PERMANENTLY DELETE this record?" Click the OK (**OK**) button.
   *Note: To cancel the deletion, click the Cancel (**Cancel**) button.



(This is a sample screen shot of the Register Staff form after the Delete button has been selected.)

Tips

- You will not be able to delete a staff member if they are in conjunction with data. You will need to set their status to *Inactive*.

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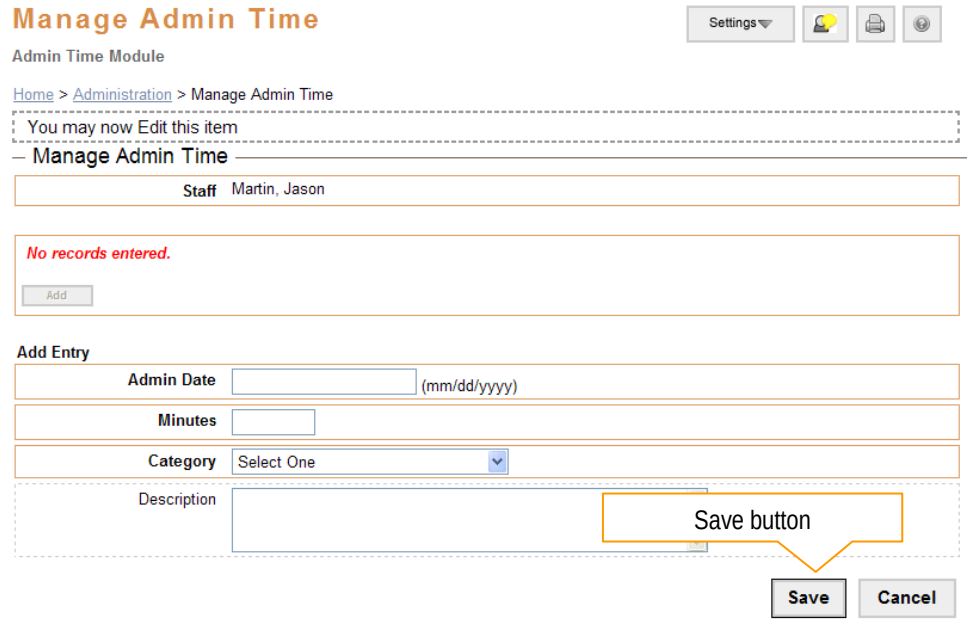
Manage Admin Time

The Manage Admin Time area allows users to indicate time spent on prevention that is not directly related to an event. Time spent during trainings, meetings, general planning, or even entering information into FL KPS can be classified as administrative time.

1. Click **Administration** from the main menu.
2. Click **Manage Admin Time** from the Administration Landing Page.
3. Select the **Staff** to which you would like to add administrative time entries from the dropdown list.
4. Click the Add (**Add**) button.

(This is a sample screen shot of the Manage Admin Time page.)

5. Enter the **Admin Date** of service as mm/dd/yyyy.
6. Enter the amount of time the administrative time took place in the **Minutes** field.
7. Select a **Category** from the dropdown list describing the administrative time.
8. Click the Save (**Save**) button from the bottom of the page.
   *Note: To exit this screen without saving any of the changes you have made, click **Cancel**



(This is a sample screen shot of the Manage Admin Time page.)

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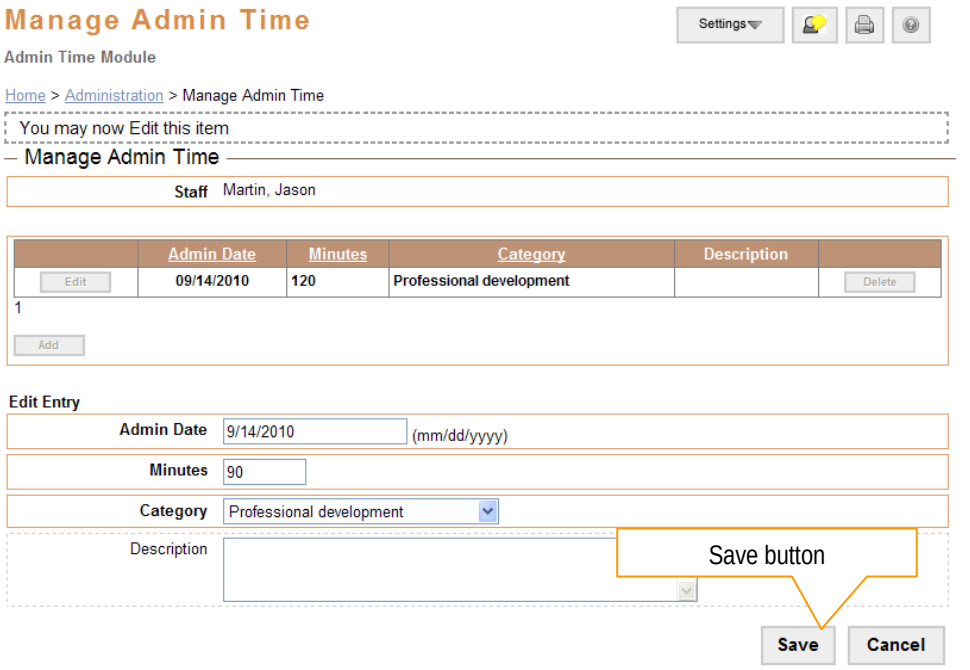
Editing Admin Time

1. From the **Manage Admin Time** screen, select the **Staff Name** to which you would like to edit administrative time entries for using the dropdown list.
2. Click the Edit (**Edit**) button to the left of the entry you wish to edit.

(This is a sample screen shot of the Manage Admin Time page.)

3. The screen will display in edit mode.
4. Make any changes needed to the details.
5. Click the Save (**Save**) button from the bottom of the page.
   *Note: To exit this screen without saving any of the changes you have made, click **Cancel**.



(This is a sample screen shot of the Manage Admin Time page.)

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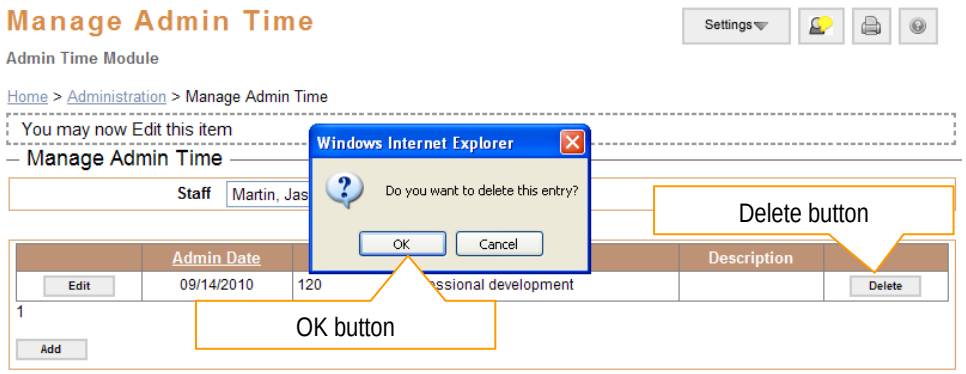
Deleting Admin Time

1. From the **Manage Admin Time** screen, select the **Staff Name** to which you would like to delete administrative time entries for using the dropdown list.
2. To delete a specific date, the Delete (**Delete**) button to the right of the row with the correct date.
3. A prompt appears asking "Do you want to delete this entry?" Click the OK (**OK**) button.
   *Note: To cancel the deletion, click the Cancel (**Cancel**) button.



(This is a sample screenshot of the Manage Admin Time page after the Delete button has been selected.)

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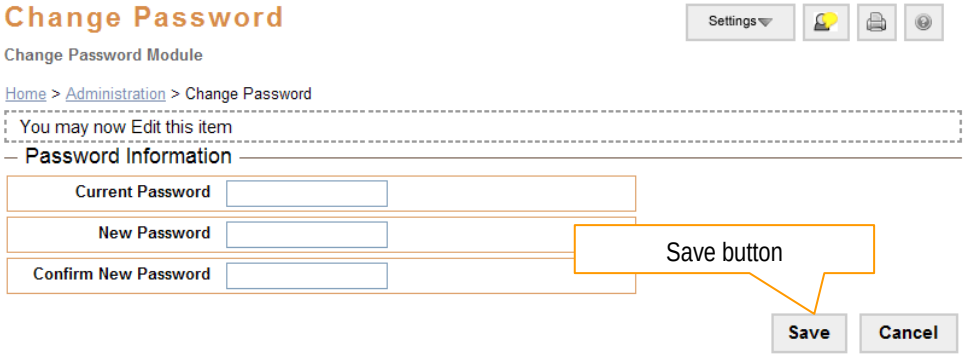
Change Password

The Change Password module also allows the user to change the password on the account they are currently logged into.

1. Click **Administration** from the main menu.
2. Click **Change Password** from the Administration Landing Page.
3. Enter the **Current Password** for the account.
4. Enter the password you would like to use in the **New Password** field.
5. Re-type the new password in the **Confirm New Password** field.
6. Click the Save (**Save**) button from the bottom of the page to save the changes.
   *Note: To exit this screen without saving these changes, click **Cancel**.
7. You will receive a message stating the password was changed successfully.



(This is a sample screen shot of the Change Password page.)

Tips

- It is important to remember that passwords are case sensitive.
- Passwords can be any combination of letters, numbers and/or characters.
- Passwords do not expire.

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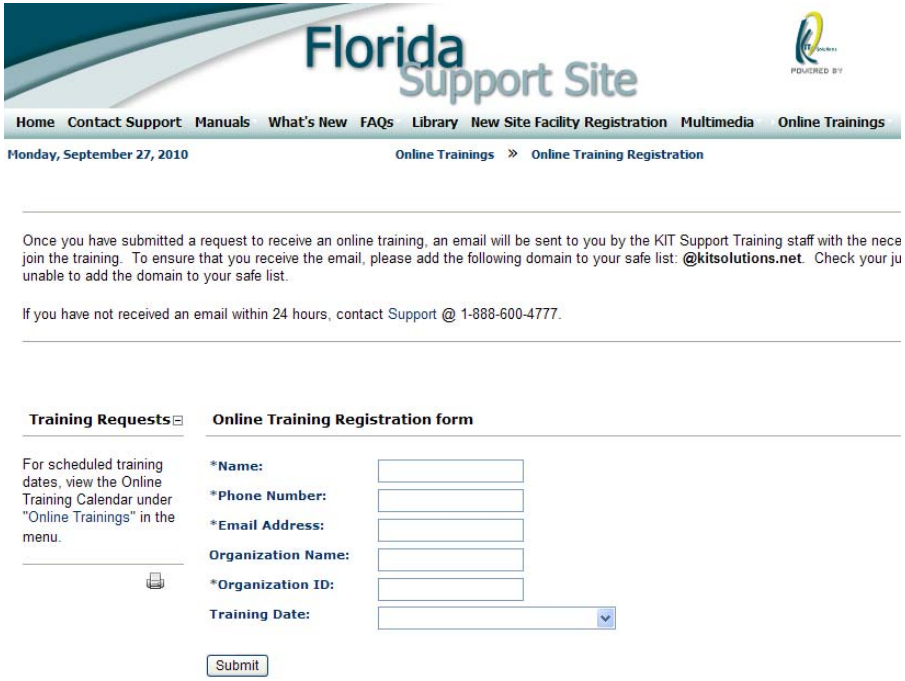
Online Training Registration

Florida providers have the opportunity to receive trainings online on how to enter data into the FL KPS. To sign up for one of these trainings, a provider must complete the registration form. Since the Online Training Registration form is available on the Florida Support Site, you do not need to be signed into the application to register for a training.

1. Click **Administration** from the main menu.
2. Click **Online Training Registration** from the Administration Landing Page.
3. The Online Trainings section of the **Florida Support Site** will open in a new window.
4. Hold your mouse over **Online Training** from the Support Site main menu.
5. Select **Online Training Registration** from the sub menu.
6. The Online Training Registration form will be displayed.
7. Enter your details in your information:
    a. Enter your full name in the **Name** field.
    b. Enter your **Phone Number**.
    c. Enter your **Email Address**.
    d. Enter your **Organization Name** and **Organization ID**.
8. Select the training date and training type from the **Training Date** dropdown list.
   *Note: For Training dates, see the Support Site's Online Training Calendar (http://kitusers.kithost.net/support/fl).
9. Click the Submit (**Submit**) button.
10. Your request will be sent to the Training staff at KIT Solutions. The Training staff will review your information and send you an email with instructions for the Online Training.


Florida Support Site
Home Contact Support Manuals What's New FAQs Library New Site Facility Registration Multimedia Online Trainings
Monday, September 27, 2010
Online Trainings » Online Training Registration
Once you have submitted a request to receive an online training, an email will be sent to you by the KIT Support Training staff with the nece
join the training. To ensure that you receive the email, please add the following domain to your safe list: @kitsolutions.net. Check your ju
unable to add the domain to your safe list.
If you have not received an email within 24 hours, contact Support @ 1-888-600-4777.
Training Requests
Online Training Registration form
For scheduled training dates, view the Online Training Calendar under "Online Trainings" in the menu.
*Name:
*Phone Number:
*Email Address:
Organization Name:
*Organization ID:
Training Date:
Submit

(This is a sample screen shot of the Online Training Registration form.)

Tips

- There is a maximum capacity of 13 seats per training. If the date that you specified is full an email will be sent informing you of the next available training date. Please confirm that the date is convenient for you so that a seat can be reserved for you at the date.

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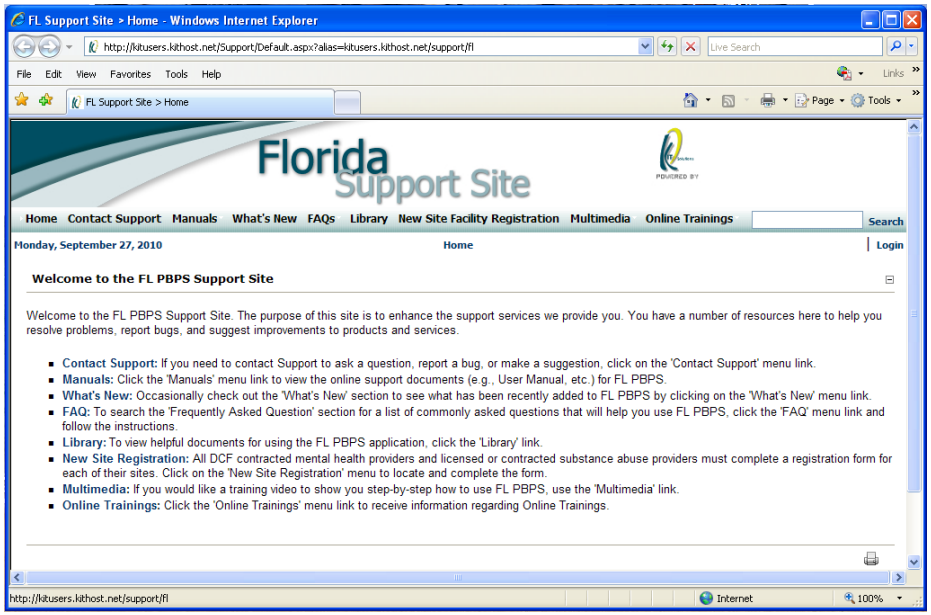
Kit Support

On the Support Site, you will find information about how to contact Support, an online version of this manual, and frequently asked questions regarding the application.

1. To reach the KIT Solutions Support Site, click **Help** from the main menu. A new window will open displaying the Support Site.
2. To submit a problem, question, or suggestion for improvement to KIT Solutions Customer Support team, click the **Contact Support** link.
    a. Fill in the appropriate fields.
    *Note: Fields marked with an asterisk (*) are required.
    b. Click the Submit (**Submit**) button. Your request will be sent to the KIT Solutions Customer Support team and DCF.
3. To find this manual in an online version, click the **Manuals** link. The Manuals section will display the various documents pertinent to the FL KPS.
4. To see a list of new features, improvements, or announcements for the FL KPS, click the **What's New** link.
5. To view frequently asked questions regarding the application, click the **FAQs** link.
6. To view a list of helpful documents, click the **Library** link.
7. To request a new Site ID or get contact information regarding Site IDs, click the **New Site Facility Registration** link.
8. To view available training videos to show you step-by-step how to use FL KPS, click the **Multimedia** link.
9. To receive information regarding Online Trainings, click the **Online Trainings** link.


FL Support Site > Home - Windows Internet Explorer
Florida Support Site
Home Contact Support Manuals What's New FAQs Library New Site Facility Registration Multimedia Online Trainings
Search
Monday, September 27, 2010
Home
Login
Welcome to the FL PBPS Support Site
Welcome to the FL PBPS Support Site. The purpose of this site is to enhance the support services we provide you. You have a number of resources here to help you resolve problems, report bugs, and suggest improvements to products and services.
Contact Support: If you need to contact Support to ask a question, report a bug, or make a suggestion, click on the 'Contact Support' menu link.
Manuals: Click the 'Manuals' menu link to view the online support documents (e.g., User Manual, etc.) for FL PBPS.
What's New: Occasionally check out the 'What's New' section to see what has been recently added to FL PBPS by clicking on the 'What's New' menu link.
FAQ: To search the 'Frequently Asked Question' section for a list of commonly asked questions that will help you use FL PBPS, click the 'FAQ' menu link and follow the instructions.
Library: To view helpful documents for using the FL PBPS application, click the 'Library' link.
New Site Registration: All DCF contracted mental health providers and licensed or contracted substance abuse providers must complete a registration form for each of their sites. Click on the 'New Site Registration' menu to locate and complete the form.
Multimedia: If you would like a training video to show you step-by-step how to use FL PBPS, use the 'Multimedia' link.
Online Trainings: Click the 'Online Trainings' menu link to receive information regarding Online Trainings.
(This is a sample screen shot of the Support Site.)

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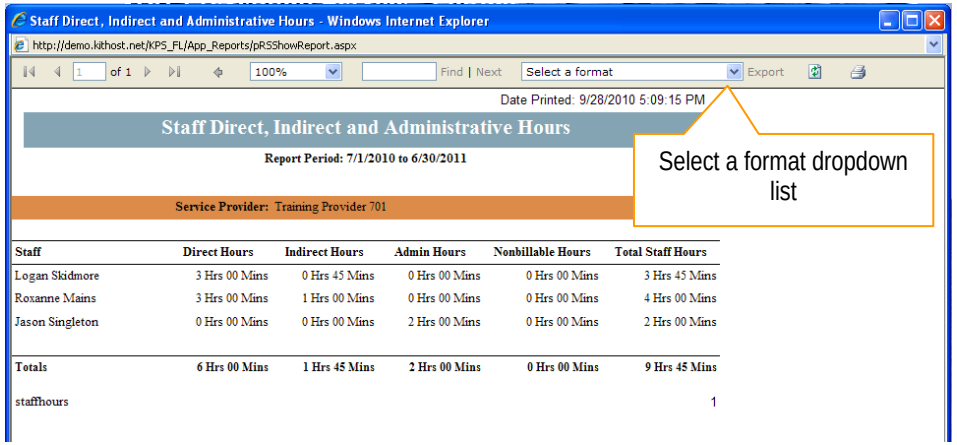
Using the Reports Viewer

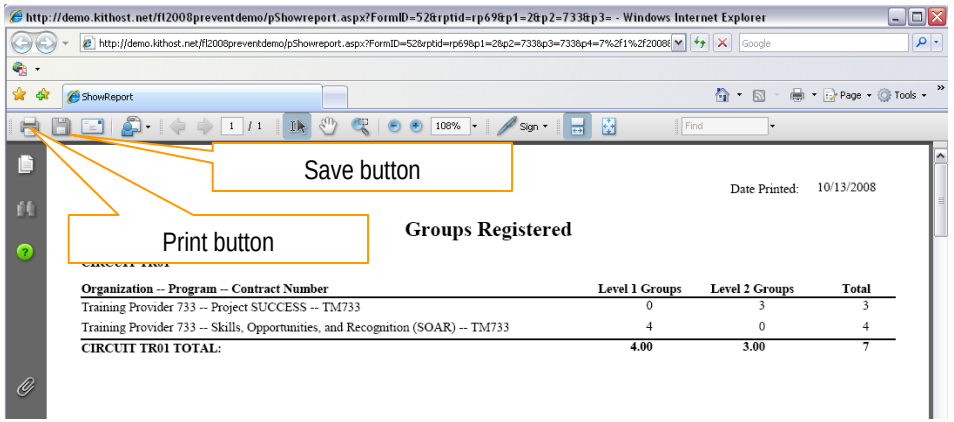
When using reports on the FL KPS, reports initially are viewed using a Report Viewer. Thus, when you click the Show (Show) button, the reports will show up in the following screen (see example report below):

1. Once you have clicked the Show (Show) button the report will open up in a separate window.
2. Click these buttons 1 of 1+ to maneuver to other pages in the report. The single arrow either forward or backward, will move the view to the next page or the previous page. The arrows with the bar can move the report view to either the first or last page of the report.
3. To move to a specific page in the report, type in a page number into this field and click the button to move to that page.
4. The box with the label '100%' can be used to change the level of magnification of the report. To change the level of magnification, click the black arrow on the right side of the blank and choose an appropriate percentage.
5. The report cannot be printed from this screen. Select the format you would like to export the report to from the **Select a format** dropdown list.
6. Click the **Export** link.


Staff Direct, Indirect and Administrative Hours - Windows Internet Explorer
http://demo.kithost.net/KPS_FL/App_Reports/pRSShowReport.aspx
Select a format
Export
Date Printed: 9/28/2010 5:09:15 PM
Staff Direct, Indirect and Administrative Hours
Report Period: 7/1/2010 to 6/30/2011
Service Provider: Training Provider 701
Select a format dropdown list
Staff | Direct Hours | Indirect Hours | Admin Hours | Nonbillable Hours | Total Staff Hours
Logan Skidmore | 3 Hrs 00 Mins | 0 Hrs 45 Mins | 0 Hrs 00 Mins | 0 Hrs 00 Mins | 3 Hrs 45 Mins
Roxanne Mains | 3 Hrs 00 Mins | 1 Hrs 00 Mins | 0 Hrs 00 Mins | 0 Hrs 00 Mins | 4 Hrs 00 Mins
Jason Singleton | 0 Hrs 00 Mins | 0 Hrs 00 Mins | 2 Hrs 00 Mins | 0 Hrs 00 Mins | 2 Hrs 00 Mins
Totals | 6 Hrs 00 Mins | 1 Hrs 45 Mins | 2 Hrs 00 Mins | 0 Hrs 00 Mins | 9 Hrs 45 Mins
staffhours 1

(This is a sample screen shot of the Report Viewer.)

7. Once you see the report open in a new window, click the (Printer) button to print the report.
8. Click the (Disk) button to save the report.
9. To close the Report Viewer window, click on the in the upper right-hand corner.


Save button
Print button
Date Printed: 10/13/2008
Groups Registered
Organization -- Program -- Contract Number | Level 1 Groups | Level 2 Groups | Total
Training Provider 733 -- Project SUCCESS -- TM733 | 0 | 3 | 3
Training Provider 733 -- Skills, Opportunities, and Recognition (SOAR) -- TM733 | 4 | 0 | 4
CIRCUIT TR01 TOTAL: | 4.00 | 3.00 | 7

(This is a sample screen shot of an Exported PDF Report.)

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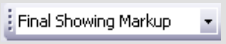
Tips

- If you selected ***MS Excel*** or ***MS Word*** as your export type, to Print or Save the report select Save when the File Download box appears. You can print from File.
- If you selected ***Acrobat (PDF)*** as your export type, to Save the report select Save when the File Download box appears. You can print from File.
- If you choose to open the document in MS Word and would like to Save or Print, place your mouse next to the box that reads Final Showing Markup 

and right click. A list of toolbars will appear. Select Standard. The Standard toolbar will appear allowing you to Save or Print.
- If you have not installed Adobe Acrobat Reader, the computer will prompt you asking if you would like to download the program at that time. Be aware that the program will take quite some time to download if you are connecting to the internet on a dialup connection.
- If you have a pop-up blocker on your computer, hold the Ctrl key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

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